

U.S. GOVERNMENT PRINTING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Army Publications (MICOM)

as requisitioned from the U.S. Government Printing Office (GPO) by the

Document Automation and Production Service
Redstone Arsenal, AL

Single Award

CONTRACT TERM: The term of this contract is for the period beginning Date of Award and ending April 30, 2004, plus up to two optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO DEBI MERCHANT (404) 605-9160, Ext. 9173, OR E-MAIL dmerchant@gpo.gov. REFER ALL OTHER QUESTIONS (**INCLUDING REQUEST FOR ABSTRACT***) TO THE CONTRACT ADMINISTRATOR - HERB JOHNSON (404) 605-9160, Ext. 9175, OR E-MAIL hjohnson@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE*

***if not attached or on the internet** (<http://winapps.access.gpo.gov/ppd/abstracts/atlanta/default.asp>), you may **FAX request** to (404) 605-9185/9186.

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Atlanta, GA time on May 6, 2003.

Bids must be submitted to: Atlanta Regional Printing Procurement Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318-2566. The following web address will allow you to print a copy of the GPO 910 Form, which is normally found in the back of the specifications: <http://www.access.gpo.gov/procurement/bids910.pdf>

DO NOT FAX BIDS TO GPO. See NOTE on page 15 of 16.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Government Furnished Films

SUBCONTRACTING: The provisions of GPO Pub. 310.2 are modified to permit subcontracting of fold-ins.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Term of Contract clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the second or succeeding, if any, program year(s) (excluding reimbursable postage or transportation costs) shall be modified by the percentage increase or decrease in the seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month

period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the succeeding program year.

- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PAYMENT: Submit all billing to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 13 THROUGH 16.

Additionally, a copy of each billing must also be forwarded to ARPPO, 1888, Emery Street NW, Suite 110, Atlanta, GA 30318-3547, ATTN: Program 3414-S, AND to Director, Document Automation and Production Service, Bldg. 5688, Redstone Arsenal, AL 35898-7464, on the same day the original billing is submitted to Washington, DC.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through April 30, 2004, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of books with separate or self-covers requiring such operations as film-making, printing, binding, packing, mailing, and shipping.

TITLE: Various Army Publications (MICOM).

Although this is an option year program, all the averages, etc., are based upon one year's requirements.

FREQUENCY OF ORDERS: Based on past performance, it is anticipated that there will be approximately 300 orders per year. Up to 25 or more orders may be placed in any given week.

(NOTE: The successful contractor may be required to accept up to 5,000,000 printed page-size units offered in any one week during the term of this contract. These units of production will require complete production and distribution in accordance with the "SCHEDULE" as stated on page 10.)

FORMATS (TRIM SIZES): Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A" – Up to and including 8-1/2 x 11".

NOTE: Fold-ins will average 3 page-size units each. Maximum size will be 45 x 11".

Format "B" – Over 8-1/2 x 11", up to and including 17 x 11".

Based upon past performance approximately 86% of the total orders will be Format "A" and approximately 14% of the total orders will be Format "B".

QUANTITY/NUMBER OF PAGES: Based upon past performance it is anticipated that the requirements will be as follows:

Format "A"

Approximately 100 to approximately 16,000 copies per order consisting of 4 to approximately 1,500 pages per order, with anticipated averages as follows:

approximately 53% average 350 copies, 34 pages;
approximately 23% average 3,400 copies, 42 pages;
approximately 10% average 450 copies, 270 pages;
approximately 6 % average 4,500 copies, 146 pages;
approximately 6% average 400 copies, 524 pages; and
approximately 2% average 1,400 copies, 420 pages.

Based upon past performance it is anticipated that separate covers will be required on approximately 18% of these orders.

Fold-ins: Occasionally, these orders will require fold-ins. Orders may require 1 to approximately 80 fold-ins each.

Format "B"

Approximately 100 to approximately 3,000 copies per order consisting of 4 to approximately 600 pages per order, with anticipated averages as follows:

approximately 63% average 400 copies, 26 pages;
approximately 25% average 450 copies, 264 pages; and

approximately 12% average 200 copies, 412 pages.

Based upon past performance it is anticipated that separate covers will be required on approximately 38% of these orders.

GOVERNMENT TO FURNISH: Camera copy consisting of repro copy, computer print out copy, and line art to be reproduced at various focuses.

Approximately 19% of the films will be furnished. On occasion overlays may be furnished (see FILMS, page 6).

Preaddressed, ungummed, labels approximately 4-1/16 x 3", in marginally punched continuous form 13-3/16" wide x 12" deep, perforated between labels and folded in units of 12 (three across and four down.) Labels will be furnished in quantity sequence and have quantities indicated thereon. Blank unaddressed labels in the same configuration as above will be furnished for addresses requiring more than one label.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

Facsimile Transmission Sheets.

A supply of blue labels and selection certificates for shipping Departmental Random Copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

FILMS: Films required on all orders.

Occasionally film overlays may be furnished from previous color printing. The contractor is to produce composite film and will be allowed an additional charge under Item I (a) in the Schedule of Prices when this is necessary.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 11," dated February 1999, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site @ <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text paper used in each copy must be of a uniform shade.

The paper to be used will be indicated on each print order.

All cover paper must have the grain parallel to the spine.

Text and Fold-ins: White Offset Book, grammage 75 g/m² (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

Cover: Colored Index, grammage 200 g/m² (basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

PRINTING: Text pages usually print head-to-head in black ink. There will be occasional blank pages.

Covers usually print pages one and four in black ink. However, an occasional order will require all four cover pages to print. Additionally, 1-piece covers may be required to be placed at back of book.

Fold-ins print face only in black ink. All fold-ins will print with a full apron.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Margins will be as indicated on the print order or furnished copy.

Occasionally, text pages may bleed on one or more sides.

BINDING: Looseleaf - Fold, gather and trim 4 sides.

Most of the publications of up to 396 pages will stitch with two stitches on the left binding edge.

Based upon past performance, shrink-film wrapping of individual books will be required on all publications exceeding 396 pages and occasionally on smaller publications, as indicated on print order (approximately 10% of the total orders will shrink-film wrap). The material used must be of sufficient strength to protect the individual book during mailing to a second destination. An additional charge will be allowed for this operation when required. Paper banding or string tying of individual books will not be accepted.

Note: On publications requiring stitching; the stitches may be staggered to avoid bulking; however, they must be located between the drilled holes and confined to the three inch space nearest top and bottom edges of publication for satisfactory use with automated mailing equipment. The wire stitches must not be thicker than 20 gauge.

Fold-ins: Fold-ins will require parallel folding only. The identification number in the lower right corner must be visible after folding. Insert fold-ins and stitch in with text.

DRILLING: Drilling will be required on most products (based on past performance all to the orders drilled; however an occasional order may not require drilling), and will be indicated on individual print orders as follows:

Three holes, 3/8" diameter, spaced 4-1/4" center to center, 3/8" from center of holes to left binding edge; or

Three holes, 3/8" diameter, spaced 3-1/2" center to center, 3/8" from center of holes to left binding edge; or

Five holes, three holes 7/16" diameter, spaced 3-1/2" center to center and two additional holes 3/8", 8-1/2" center to center, all holes to be 1/2" from center of holes to left binding edge. (Based on past performance, five holes will be required on approximately 49% of the orders which require drilling.)

Other drilling formats may be required.

PACKING: Bulk Shipments: Pack in shipping containers not to exceed 40 pounds when fully packed. All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

Mailed Shipments: Insert single or multiple copies (up to 200 leaves) into nylon cord reinforced shipping envelopes. Kraft envelopes may be used if reinforced, length and width, with tape as specified below.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

In addition to regular sealing, shipping containers must be reinforced at two points in a cross direction to the closure with: 1) A minimum 3" wide Class 2, Type I asphaltic or Type II nonasphaltic, glass or sisal filament reinforced tape that conforms to Federal Specification PPP-T-45; or 2) A minimum 2" wide Class I, Type III, waterproof pressure-sensitive adhesive tape that conforms to Federal Specification PPP-T-60; or 3) A minimum 1" wide Type III, pressure-sensitive, filament tape that conforms to Federal Specification PPP-T-97; or 4) Firmly applied non-metallic banding. If tape is used the ends must overlap the sides at least 3".

PALLETIZING: Palletizing: Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill 2 layers or more on the pallet. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 48" x W 40". Full entry must be on the 40" width. Group II (medium density wood) or Group III (high density wood), at contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 47". Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. (See exception below). Pack with care. Loaded pallets may be stored 4 high at destination.

Shipments to the U.S. Army Publications and Distribution Center in St. Louis, MO, MUST BE A SINGLE COMPLETE SHIPMENT. Split shipments are reported as "short" shipment.

Bulk shipments to the U.S. Army Publications and Distribution Center in St. Louis, MO, must be palletized with the voids to the outside dimensions of the pallets. A minimum of a 3/4" void must be on the outside dimensions of the pallets. A majority of books procured on this contract require a carton size of 17-1/2 x 11-1/2 x 7-7/8".

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

PACKING FILMS: All films returned to the Government are to be individual films, slip-sheeted, collated in numerical sequence and inserted in heavy Kraft envelopes or wrapped in bundles to insure safe delivery. One printed copy of the publication must be packaged with the films.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

PACKING LIST: Contractor must provide a packing list or other suitable document to accompany each shipment. (excluding only packages mailed with postage and fees paid indicia labels). The packing list shall be sealed in a waterproof envelope, secured to outside of number one container, and for truckload shipments be placed near tailgate of the trailer. It must show as a minimum, the following data for each order included in the shipment:

- (1) Name and address of consignor and of consignee
- (2) Army requisition/print order number
- (3) Government bill of lading number, if any
- (4) Description of material shipped, including:
 - (a) publication number and title, if applicable, and date
 - (b) quantity per container and total quantity.
 - (c) number of containers
 - (d) number of pallets

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Number of Sublots
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address listed under "SCHEDULE".

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Based upon past performance approximately 91% of all copies will deliver f.o.b. destination to St. Louis, MO. The balance of the copies will mail f.o.b. contractor's city using furnished label(s) and/or distribution list to various address(es).

Complete addresses and quantities will be furnished with the print orders.

All shipments to St. Louis must deliver on workdays between the hours of 8:00 a.m. and 2:00 p.m., local time. If the total quantity ordered makes one truck load or less, it must be delivered as a single complete shipment.

Distributions which result in less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with the billing for payment.

Contractor must sort for best possible rate.

NOTE: The contractor must furnish one copy of all mailing statements and/or shipping records (for permit mailings and contractor reimbursable mailings/shipments) to Director, Document Automation and Production Service, Bldg. 5688, Redstone Arsenal, AL 35898-7464.

The Program, Requisition/Print Order Numbers must be indicated on all mailing statements/shipping records. Mark package "Postal/shipping receipts".

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Certificate of Conformance: The contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 1-85), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Reimbursable commercial bills of lading may be authorized in lieu of labels when shipment exceeds 120 lbs. to a single destination. Contractors will be reimbursed for freight shipments by submitting an appropriate receipt for same with the billing for payment. Prompt payment discounts will not apply to that part of the billing which applies to freight charges.

Upon completion of each order, all Government furnished materials, films produced by the contractor, and two sample copies must be returned to the address indicated on the print order, distribution list or mailing labels.

All expenses incidental to the pickup and return of furnished materials, contractor produced films, and furnishing samples must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity delivered, number of cartons, and quantity per carton, date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

SCHEDULE: Adherence to this schedule must be maintained.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Print order and furnished material must be picked up from Commander, U.S. Army AMCOM, AMSAM-MMC-LS-LPS, Building 5301, Room 1122, Redstone Arsenal, AL 35898.

The following schedule begins upon notification of the availability of print order and furnished material.

Complete production, delivery, and mailing must be made within 15 to 30 workdays. Orders consisting of 400,000 or more impressions will allow a minimum of 25 workdays.

This schedule shall apply to each individual order placed. When more than one order is placed this schedule shall apply to each order separately.

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destination(s) specified or products ordered f.o.b. contractor's city must be delivered to the U.S. Postal Service for mailing.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of the contract.

The following item designations correspond to those listed in the "Schedule of Prices".

I.		(1)	(2)		
	(a)	19,863	2,894		
II.		(1)	(2)	(3)	(4)
	(a)	26,340	291,654	5,640	19,892
	(b)	184	2,426	64	248
	(c)	306	1,224	XXX	XXX
III.	(a)	15,263			
	(b)	235,072			
IV.	1.	(a)	4,269		
		(b)	50		
	2.	(a)	8,730		
		(b)	685		
		(c)	108		
		(d)	60		
		(e)	10		

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All billing submitted to the GPO shall be based on the most economical method of production.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

Bids for each "Format" shall be for the trim size listed as outlined in Section 2.- Specifications.

The cost of all required paper must be charged under Item II.

Fractional parts of 100 will be prorated at the per 100 rate.

- I. FILMS: The prices offered shall be all-inclusive for producing films in accordance with the terms of these specifications; and shall include the cost of all required materials and operations, as applicable.

NOTE: All costs involved in stripping films to or removing them from flats must be included in the base film price.

No charge will be allowed for Government furnished films. All expenses incidental to stripping or deflating Government furnished films, must be borne by the Contractor.

Base Films: A base film will be defined as, and a charge will be allowed for, each page-size film requiring one film exposure, produced from one basic piece of camera copy or art. Additionally, one base film charge will be allowed for each composite film produced from Government furnished overlay.

Fold-in base films (consisting of either type matter and/or line illustration matter on one basic piece of camera copy or art) will be charged for in total page-size units; determined by dividing its trim size (expressed in square inches, then doubled if printed on two sides), by the maximum square-inch size of its respective page size, with any fractional remainder being courted as a whole. The value thus established represents the total number of page-size units required, and will be added to the total page count chargeable under item (a).

(Initials)

(Return this page in triplicate)

	<u>Format “A”</u>	<u>Per Film</u>	<u>Format “B”</u>
	(1)		(2)
(a) Trim/Page-size unit	\$ _____		\$ _____

- II. **PRINTING AND BINDING:** The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications; and shall include the cost of all required materials and operations, as applicable to the binding style(s) ordered, and its respective “Format” trim size group, as defined in Section 2. – Specifications.

Text and Cover Pages: A charge will be allowed for “each page”, whether printed or blank, contained in the product(s) ordered. Each text leaf contains two pages, and each complete cover contains four pages. Unless specifically ordered otherwise, no more than three blank pages shall be permitted at the end of the text.

Fold-ins: A charge will be allowed for each “fold-in unit”. The number of units in a particular fold-in will be determined by dividing its trim size (expressed in square inches) by 94 square inches, with any fractional remainder being counted as a whole.

Prices offered for Item (c) must be all-inclusive for printing fold-ins and binding; and must include the cost of film imposition, platemaking, press makeready and running, ink, cutting, folding, tipping-in or inserting throughout text, as indicated.

	<u>Format “A”</u>		<u>Format “B”</u>	
	<u>Makeready</u>	<u>Running</u>	<u>Makeready</u>	<u>Running</u>
	<u>/Setup</u>	<u>Per 100</u>	<u>/Setup</u>	<u>Per 100</u>
	(1)	(2)	(3)	(4)
(a) Text: including binding				
.....per page	\$ _____	\$ _____	\$ _____	\$ _____
(b) Cover: including binding				
.....per page	\$ _____	\$ _____	\$ _____	\$ _____
(c) Fold-ins: including binding				
.....per fold-in unit.....	\$ _____	\$ _____	\$ <u>XXX</u>	\$ <u>XXX</u>

- III. **ADDITIONAL OPERATIONS:** The bids for each of the following operations must include the cost of all required materials and operations.

- (a) Shrink-film wrapping.....per wrap \$ _____
- (b) Drilling (each run).....per 100 leaves \$ _____

A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8”. Four holes will be the maximum for any one run. When drilling pamphlets or books with separate covers, each thickness of cover stock will be counted as three leaves; each page-size unit of a fold-in will be counted as a single leaf.

(Initials)

(Return this page in triplicate)

IV. **PACKING AND SEALING FOR DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of Kraft envelopes, cushioned shipping bags, shipping containers, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

1. Bulk shipments (other than by mail):
 - (a) Packing and sealing shipping containers (up to approximately 40 lbs. capacity)...each container..... \$_____
 - (b) Palletizing.....each pallet..... \$_____
2. Mailing (includes affixing labels and delivery to a post office):
 - (a) Single copy or multipl copies in Cord reinforced or Kraft envelope (up to 200 leaves).....each envelope \$_____
 - (b) Single or multiple copies over 200 leaves, up to 12 lbs., in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 lbs.)
.....per bag or bundle..... \$_____
 - (c) Quantities over 12 lbs., up to 24 lbs., wrapped in shipping bundles, or packed in shipping containers, at contractor's option (maximum gross weight 27 lbs.).....per bundle or container..... \$_____
 - (d) Quantities over 24 lbs., up to 36 lbs. packed in shipping containers (maximum gross weight 40 lbs.).....per container \$_____
 - (e) Addressing additional labels for more than one parcel per destination
.....per label \$_____

NOTE: For the purpose of this solicitation, facsimile bids that are transmitted to and have been received by a commercial enterprise and subsequently delivered to the Government will be considered. Facsimile bids transmitted to GPO offices will NOT be considered.

(Initials)

(Return this page in triplicate)

NOTICE: Bidders please furnish the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material -

a. Number of hours from acceptance of print order to pickup of Government Furnished Material....._____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant....._____

2. Proposed carrier(s) for delivery of completed product -

a. Number of hours from notification to carrier to pickup of completed product....._____

b. Number of hours from pickup of completed product to delivery at destination....._____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with two copies of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

NOTE: Contractor's complete address, Program Number, and bid opening date and time should be referenced on the envelope containing the bid.

(Return this page in triplicate.)